



KING COUNTY LEAVE ADMINISTRATION GUIDELINE

UNIFORMED SERVICES LEAVE OF ABSENCE, PAY, AND BENEFITS

If the employee wants to receive any of the following pay and/or benefits while on military leave, they must submit a completed Uniformed Services Payment Election Form and their orders or training/drill schedules prior to beginning their leave.

- 21-days of paid military leave per military fiscal year (October 1 to September 30) per RCW 38.40.060
- Differential pay while on active duty per KCC 3.12.260
- Medical, dental, vision and basic life insurance benefits for a military leave of absence beyond 30-calendar days per KCC 3.12.260
- Vacation and sick leave accruals while on military leave per KCC 3.12.260

However, employees are not required to submit orders or training schedules when requesting a leave of absence for deployment or training/drills. Written or verbal notice is sufficient.

Employees that want to use their own accrued leave (except sick leave) or be on leave without pay do not need to submit their orders or training/drill schedule unless the military leave period is more than 30-calendar days. If the employee's military leave period is more than 30-calendar days, the employee can be required to submit orders at the time the employee returns to work.

The Agency's Uniformed Services Leave Coordinator is responsible for ensuring that employees currently or been on military leave in the previous military fiscal year have a completed Uniformed Services Payment Election Form by October 1st and uploaded to the "Military Leave Reporting" SharePoint site.

Action By:		Action/Task:	
Employee	1.	Notifies	Supervisor or agency Uniformed Services Leave Coordinator either verbally or in writing of duty activation or training
	2.	Forwards	Uniformed Services Payment Election Form to employee (or employee's designee) The form is located at: http://www.kingcounty.gov/employees/benefits/forms.aspx
Employee or Employee's Designee*	3.	Completes, submits, and forwards	<ul style="list-style-type: none"> • Uniformed Services Payment Election Form • If applicable, leave requests to agency designee (e.g., supervisor) per normal protocol; and • Include copy of military orders or training schedule if the employee wants to receive the 21-days of military paid leave, differential pay, benefits, or earning of accruals

*Completion of Uniformed Services Payment Election form is required at least once annually by October 1st for certain

military pay and benefits			
Employee's Supervisor (if needed)	4.	Forwards	All uniformed services leave documentation (e.g., orders, forms, schedules, etc.) received from employee to Uniformed Services Leave Coordinator
Agency Uniformed Services Leave Coordinator	5.	Verifies and reviews	Uniformed Services Payment Election Form
	6.	Enters, uploads, and maintains	Employee uniformed services leave information in "Military Leave Reporting" SharePoint site https://kc1.sharepoint.com/teams/DESa/CC/MLR/_layouts/15/start.aspx#/SitePages/Home.aspx *Follow SharePoint instructions *Upload military documents
	7.	Forwards	Notice, usually via email, of uniformed services leave to: *Agency Payroll/Timekeeper *Agency Human Resources *Central Payroll Operations
Agency Human Resource Personnel	8.	Enters	Uniformed Services leave of absence information into HCM module of PeopleSoft (action/reason codes)
Agency Human Resource Personnel or Agency Uniformed Services Leave Coordinator	9.	Maintains	Hard copies of documents in employee's personnel file
Agency Payroll/Timekeeper	10.	Enters	Hours for up to 21-days of paid uniformed services leave onto Employee PeopleSoft timesheet
	11.	Ensures	Employee only receives up to 21 days of paid uniformed services each military year (October 1 st – September 30 th)
	12.	Enters	Unpaid Military hours onto Employee PeopleSoft timesheet every pay period to maintain accruals and report unpaid military hours (paid hours reported by central payroll on Payline)

Central Payroll Operations	13.	Calculates	Adjusted hourly rate of pay* and enters into PeopleSoft (*differential pay is the difference between KC hourly base rate and military base hourly rate if leave is for active duty and KC rate is higher)
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14.	Enters	Adjusted rate of pay into Payline every pay period to pay those employees receiving differential pay
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15.	Maintains	A file for each employee that is receiving differential uniformed services pay*; file includes military and payroll documentation (orders, forms, schedules) *This policy only requires a payroll file be kept for those receiving differential pay
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16.	Adjusts	Differential hourly rate of pay each January for those on active duty (as needed)
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Annually by October 1st			
Employee	17.	Submits	New Uniformed Services Leave Form annually by October 1 st if continuing on active duty, or has scheduled of training for the upcoming military fiscal year
Process Starts Over			

Upon discharge from active duty or active duty training and return to work			
Employee	18.	Communicates and submits	Discharge date, projected return-to-work date based on length of activated leave, request for time off form and a DD-214 or its equivalent, if leave was for active duty, to Uniformed Services Leave Coordinator

Agency Payroll and Agency Human Resource Personnel	19.	Enters	Return to work payroll coding into HCM module of PeopleSoft and enters any appropriate payroll coding into PeopleSoft
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Agency Uniformed Services Leave Coordinator	20.	Retains	Hard copy of leave of absence information with applicable uniformed services documentation in employee's personnel file accordance with Washington state records retention schedules
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